

**CITY OF BURLINGTON**

**Request for Proposals**

**North Beach Office Repair**

**City of Burlington, Vermont**

**02/03/2020: Open Date**

**02/21/2020: Due Date**

**I. PROJECT BACKGROUND**

North Beach Campground & Park 60 Institute Rd Burlington VT 05408

The Campground & Park office was built in late 1950's by Burlington High School students. It is a 3 floor structure consisting of the main office on the bottom floor. An employee lounge/breakroom on the second floor. With offices on the third floor. The request is tied to the floor/foundation of the breakroom as well as handicap accessibility to the office. We are looking for design and cost to repair and replace the rot in the floor and walls while taking away the current doors and replacing one with a new frame and adding windows to replace the other. On the outside adding a weeping system to stop this from happening again. In the office we want to move the door to the east wall and make it handicap accessible while walling off the current door and adding a window.

**II. SCOPE OF WORK**

Please carefully read the following information that details the City's expectations in relation to the project scope of work. The selected contractor will provide the City with professional services to realize the successful implementation of all aspects of this scope.

**Task 1:** Create Sketch plan for the main entrance, foundation/weeping system work, & breakroom repairs.

**Task 2:** Fix drainage issues causing current rot in floor joists.

- Perform structural analysis and provide stamped engineering drawings showing existing structure.
- Provide final construction ready plans.
- Provide accurate opinion of cost to BPRW staff.

### Task 3: Floor work

- Remove existing floor to replace or repair floor joists.
- Remove drywall as needed to fix and or replace wall studs affected by water damage as needed.
- Level and replace floor with wood laminate as chosen by BPRW staff.
- Repair and restore voids as necessary with like materials.



### Task 4: Remove doors

- Remove sliding glass door and replace with 2 windows.
- Remove door on south wall and replace rotten door frame.
- Reframe door use existing door.
- Add window to south wall next to new door.
- Repair and restore voids as necessary with like materials.



**Task 5:** Provide seamless ADA compliant access between temporary vehicle parking and North Beach Campground front desk (current door location and location of new ADA compliant entrance shown in the images below).

Deliverables:

- Demo existing main entrance and concrete steps at east end of south wall.
- Convert existing doorway to regular wall space.
- Install one new rustic, commercial grade, ADA compliant door with sidelight at south end of east façade and associated structural work.
- Patch any locations left bare after the structure has been removed with material that matches the surrounding buildings.
- Create ADA accessible ramp
- Repair and restore voids as necessary with like materials.



\*\* New location of entrance door where this current window exists.

\*\* Outside view of previous window



\*\* Existing door to be removed and walled in.

**Additional Task Notes:**

- All applicable permitting will be the responsibility of BPRW staff.
- All electrical work shall be done by the BPRW's staff Electrician.
- Any damage to existing infrastructure by contractor will be fixed and paid for by the contractor.
- Contractor is expected to work closely with and communicate with BPRW staff to gather feedback/review on deliverables such as but not limited to plans, design, materials implementation, and progress

**III. RESPONSE FORMAT**

All submittals to be sent to the Owner electronically for review and approval. The Contractor is responsible for independent shop drawing review prior to submission. At least 5 working days should be allowed for Owner's review.

- a. Submittals shall be required for the following:
  - i. Foundation or weeping system
  - ii. New window locations
  - iii. Entrance and ramp
- b. Where a choice of color is indicated, the Contractor shall submit to the Owner a set of samples (preferred) or product literature showing the full range of color options for the Owner's selection.

**Quality Requirements:**

- a. Contractor shall employ an experienced superintendent who shall remain on the job full time throughout construction unless otherwise agreed upon by the Owner.
- b. Contractor shall be responsible for schedule and coordination of the work of all trades.
- c. Contractor shall be responsible for all materials testing and inspections required.

**Products:**

- a. All materials shall be delivered, stored, and handled in such a manner as to prevent damage.
- b. Materials on site shall be stored in compliance with fire and safety requirements.
- c. Substitution requests prior to execution of the contract will be reviewed and granted only if approved by to the Owner. Contractor shall submit complete product information regarding proposed substitutions to prove equivalency to the specified product, with the burden of proof falling on the contractor.
- d. Permission granted for product substitutions after the execution of the contract shall be executed by change order.

**Project Closeout:**

- a. Contractor is responsible for keeping the jobsite in neat and orderly condition during construction progress. The building interior shall be broom clean at the end of each working day.
- b. Contractor is responsible for waste and rubbish removal during construction.
- c. The building shall receive a final thorough cleaning inside and out prior to owner occupancy.
- d. The Contractor shall guarantee his work and the work of all subcontractors for a period of time to be agreed upon by the Contractor and BPRW.
- e. Contractor shall prepare and deliver to the Owner an operating and maintenance manual for the Owner's use upon completion of the project.
- f. The contractor is responsible for obtaining and paying for the Certificate of Occupancy to be delivered to the owner.  
Representatives of the Contractor and BPRW shall participate in a final site visit upon completion of the work.

#### IV. CONSULTANT SELECTION

In compliance with the City of Burlington's Procurement Policy, BPRW will evaluate all complete proposals from qualified Contractors on the following criteria. Contractors will be scored up to a maximum of 100 points based on the following:

1. **Experience & Qualifications;** relevant to key personnel and/or sub-contractors (20 pts)
2. **Project Understanding;** demonstrated understanding of project scope (20 pts)
3. **Ability to Meet Schedule;** required to complete the plan and deliverables (20 pts)
4. **Ability to Meet Budget/Value;** as related to proposed and additional costs (20 pts)
5. **Level of Experience;** with municipalities of similar size, structure and complexity (10 pts)
6. **Quality, Clarity & Completeness of Submittal Package** (10 pts)

#### V. SUBMISSIONS

Reponses to this RFP must be not more than 24 pages in length (12 double-sided or 24 single-sided pages) and include the following:

- 1) Qualifications Detail consisting of:
  - a) Cover letter including statement of understanding & approach to this project;
  - b) **ATTACHMENT A** (provided in this RFP): Signed by a representative of lead contractor attesting that all terms, conditions and procedures outlined in this RFP are understood and have been followed;
  - c) Proposed Project Team Members: Clearly indicate the applicant's designated project manager as well as sub-contractors who will be assigned to the work and their respective expertise in such work;
  - d) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Links to similar or relevant projects are encouraged;
  - e) List of References: Provide a minimum of three client references with which the applicant has provided similar design/build services within the last five years. Include the name and telephone number of the contact person and a description of the role and services provided to that contact.
- 2) Technical Proposal consisting of:
  - a) A scope of work that includes steps to be taken;
  - b) A proposed schedule that indicates project milestones and overall time for completion;
  - c) Any other information deemed necessary to address the requests of this RFP.
- 3) Cost Proposal consisting of:
  - a) **ATTACHMENT B**: A completed and signed bid schedule outlining all items in dollar amounts and words.

Responses to this RFP must be received per the schedule outlined on Page 1 to be considered. Proposals must be submitted in digital (PDF) or printed formats. Applicants will receive a confirmation email once their proposal is received. Please ensure that the document is easily printable in an 8.5x11 format.

Bidders are encouraged to attend the optional site visit on **Monday February 10, 2020 at 9:00 AM** at North Beach Campground. The Office and crawl space will be open and accessible on this day for bidders to take measurements and examine site conditions. Bidders can make arrangements with the Campground Manager, Alec Kaeding ([akaeding@burlingtonvt.gov](mailto:akaeding@burlingtonvt.gov)) if additional time is needed to take measurements and examine site conditions.

Additional requirements are as follows:

- Applicants are solely responsible for ensuring that proposals arrive on time.
- Each applicant **MUST** provide their submittal electronically as a PDF.
- Faxed proposals **WILL NOT** be accepted.
- Late replies **WILL NOT** be considered

Questions should be submitted to Alec Kaeding, North Beach Campground Manager, Burlington Parks Recreation & Waterfront at [akaeding@burlingtonvt.gov](mailto:akaeding@burlingtonvt.gov) no later than **4:00 p.m. Wednesday February 12, 2020.**

Proposals should be submitted to Alec Kaeding, North Beach Campground Manager, Burlington Parks, Recreation & Waterfront at [akaeding@burlingtonvt.gov](mailto:akaeding@burlingtonvt.gov) no later than **4:00 p.m. Friday February 21, 2020.**

## **VI. CONTRACTING**

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Burlington Consultant Conditions (attachment A in this RFP). The certificate of insurance coverage shall be documented on forms acceptable to the City.

If the award of the contract aggrieves any firms, they must appeal in writing to the City. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract.

**VII. AGREEMENT REQUIREMENTS**

The selected consultant will be required to execute a contract with the City on the terms and conditions required by the City, including but not limited those in the Burlington Consultant Conditions (Attachment C) and the attached Draft Agreement.

**VIII. LIMITATIONS OF LIABILITY**

The City assumes no responsibility or liability for costs incurred by parties responding to this Request for Proposals, or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

**IX. COSTS ASSOCIATED WITH PROPOSAL**

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity. The City will not reimburse any person or entity for any costs incurred.

**X. INDEMNIFICATION**

Any party responding to this Request for Proposals is acting in an independent capacity and not as an officer or employee of the City. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless the City, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in or related to the submission of the response.

**XI. REJECTION OF PROPOSALS**

The City reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that proposal is not the lowest bid. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the City award a contract.

**XII. OWNERSHIP OF DOCUMENTS**

Any materials submitted to the City in response to this Request for Proposals shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

**XIII. PUBLIC RECORDS**

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a

trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.



# Livable Wage Ordinance

**\*\*EFFECTIVE JULY 1, 2019\*\***

## ARE YOU RECEIVING A LIVABLE WAGE?

The Burlington Livable Wage Ordinance requires that if you are working on a specific City of Burlington service contract or subcontract above a certain amount your employer must pay you at least \$14.44 an hour if the employer offers health insurance, in addition to Paid Time Off leave accruals.

# \$14.44

If you are working on a specific City of Burlington service contract or subcontract above a certain amount, your employer must pay you at least \$15.83 an hour if the employer does not offer health insurance, in addition to Paid Time Off leave accruals.

# \$15.83

## WHAT ARE YOUR RIGHTS UNDER THE LIVABLE WAGE?

All employees who work directly on a City of Burlington service contract or a subcontract may be eligible. To find out if you are covered by the Livable Wage Ordinance you may call the Office of the Chief Administrative Officer at (802) 865-7000.

## ARE YOU ELIGIBLE TO RECEIVE THE LIVABLE WAGE?

Covered employees are required to be paid at least the above amounts. If you are covered and your employer reduces your pay, your employer shall be considered in violation. You are protected by law if you assert your rights under the Livable Wage Ordinance. Any employee to whom the Livable Wage has been applied in the past shall not have their wage reduced because of this annual adjustment.

## WHY REPORT A LIVABLE WAGE VIOLATION?

If your employer is required to be paying you the Livable Wage and is not, they may be required to pay you back wages and be subject to any other appropriate action as outlined in the Ordinance.

## EMPLOYEE EARNED INCOME TAX CREDIT

Individuals and families with lower incomes could be eligible to receive the Earned Income Tax Credit (EITC) even if you do not owe taxes. There is a federal and state EITC, so ask about both. To find out if you qualify and how to get this benefit speak to your employer's payroll team, call the IRS at 1.800.TAX.1040 or visit [www.irs.gov](http://www.irs.gov).

To file a complaint, please contact:  
Office of the Chief Administrative Officer, 149 Church St, Burlington, VT 05401 (802) 865-7000

Revised 3/2019